

INSTRUCTIONS FOR INCIDENT REPLACEMENT REQUISITION

TYPE I OR TYPE II INCIDENTS

The incident Supply Unit Leader (SPUL) will be responsible for handling incident replacement requisitions when a Type I or II incident management team is assigned. The SPUL approves replacement requests based on Engine Accountability sheets or other fire equipment inventory documents by the requesting resource's home unit. The Supply Unit Leader or Ordering Manager will assign appropriate S#'s.

- If equipment and supplies are at the incident for replacement, the request is filled at the incident supply unit.
- If equipment and supplies are unavailable at the incident for replacement, AND the requesting resource is not being immediately demobilized, the Supply Unit will place a resource order for needed items through appropriate channels to the servicing fire cache. The order will be shipped to the incident and replacement will take place at the Supply Unit.
- If equipment and suppliers are unavailable at the incident for replacement, AND the requesting resource is being demobilized, an Incident Replacement Requisition will be completed by the Supply Unit and forwarded to the geographic area cache.
- Authorized approvals and signatures MUST be included on the requisition. For Type I and II incidents, these approvals are limited to: Incident Supply Unit Leader, Logistics Section Chief, Support Branch Director, Incident Commander or Agency Administrator or Representative.

TYPE III OR TYPE IV INCIDENTS

The hosting unit agency administrator or representative, such as the Fire Management Officer, will be responsible for handling incident replacement requisitions on Type III and IV incidents. The agency representative approves replacement requests based on Engine Accountability sheet or other fire equipment inventory documents approved by the requesting resource's home unit. They will assign appropriate S#'s.

- If equipment and supplies are available at the incident for replacement, the request is filled at the incident host unit.
- If equipment and supplies are unavailable at the incident for replacement, AND the requesting resource is not being immediately demobilized, the hosting unit will place a resource order for needed items through appropriate channels to the servicing fire cache. The order will be shipped to the incident and replacement will take place at the host unit.
- If equipment and supplies are unavailable at the incident for replacement, AND the requesting resource is being demobilized, and Incident Replacement Requisition will be completed by the host unit and forwarded to the geographic area cache.
- Type III and IV incident approvals are limited to the Agency Administrator or Representative (i.e., Fire Management Officer).

Replacement orders must be processed within 30 days of control of incident.

The incident's servicing cache may forward completed requisition to the requesting unit's geographic area cache for processing.

If a cache is unable to fill the request (i.e., does not stock item), the cache will forward request to the closest cache that does stock the item for processing.